

**19 May 1999**



**Operations**

**MISSILE ALERT FACILITY SHELTER  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Pages: 9  
Distribution: F

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This instruction implements AFI 32-4001, Disaster Preparedness Planning and Operations, and AFMAN 32-4005, Personnel Protection and Attack Actions. It provides responsibilities, explanations, and procedures for the Missile Alert Facility (MAF) Disaster Preparedness (DP) Shelter Management Program. This instruction applies to all Twentieth Air Force units. Refer to AFI 32-4001, AFM 32-4005, base shelter management guides, and the Base CE Readiness Office for additional guidance concerning DP shelter management. Users should send comments and suggested improvements on an AF Form 847, Recommendation for Change of Publication, through appropriate command channels to 20 AF/DOVF, 6610 Headquarters Drive, F E Warren AFB WY 82005-3943. Organizations at any level may supplement this instruction. Process supplements as shown in AFI 33-360, Volume 1, Publications Management Program. Forward one copy of supplement to 20 AF/DOVF and HQ AFSPC/DOMO. This instruction is consistent with the Air Force Occupational Safety and Health Standards (AFOSH). It does not apply to the Air Force Reserve or Air National Guard Units.

**1. Objective.** The objective of the MAF shelter program is to provide the best available physical protection for MAF personnel from the effects of war. Key elements to a successful MAF shelter program include a competent shelter management team, the ability to activate and close shelters at the appropriate times, and the ability to stock shelters with required supplies and equipment to occupy shelters for extended periods.

**2. General Requirements.**

2.1. Base Disaster Preparedness Operations. The OG/CC must ensure MAF shelters are identified and requirements are addressed in OPlan 32-1, Base Disaster Preparedness Operations Plan. Coordinate the requirements with the Base CE Readiness Office.

2.2. Higher Headquarters Inspections/Evaluations. Evaluations of MAF shelter operations by higher headquarters inspectors will be accomplished in accordance with AFI 32-4001, AFM 32-4005, and Air Force Space Command supplements.

2.3. Unit Evaluations/Exercises. When conducting MAF shelter management exercises/evaluations, complete shelter setup/operations are not necessary. A general knowledge assessment of shelter operation requirements should be conducted.

2.4. Training. After receiving initial training, all Facility Managers (FMs) will receive annual MAF shelter management and operations training. At a minimum, training will cover all aspects of this instruction. Units should coordinate training requirements with the Base CE Readiness Office.

2.5. Prestocking. Prestocking may occur when an increased threat initiates pre-attack actions. A minimum of 70 cases of Meal Ready to Eat (MREs) and all items needed to configure a Shelter Operations Kit (see [Attachment 1](#)) should be prepositioned at the MAF. The OG/CC must ensure the required MREs and mandatory items in [Attachment 1](#) are either prepositioned or are identified in a prestocking plan (supplement required).

2.6. Shelter Activation. When notified to activate the DP shelter at the MAF, accomplish requirements in [Attachment 2](#).

2.7. Inventories. The mandatory items of the MAF shelter operations kit ([Attachment 1](#)) will be inventoried semi-annually.

2.8. Additional Shelter Items. Numerous supplies and equipment items are needed for effective shelter operations. [Attachment 3](#) identifies items that may be useful. The list is not all inclusive and serves only as a guide.

### 3. MAF Shelter Operation Procedures.

3.1. Shelter Management Responsibilities. The FM is the DP Shelter Manager for the MAF. During shelter operations, the FM must ration food and water and also assign individual duties, i.e., sanitation, medical/first aid, and exposure control/radiation monitoring. Refer to the base shelter management guide to sustain shelter operations. FMs should also make every effort to maintain the operation of the environmental control/standby power generator systems during shelter operations.

3.2. Sanitation. Shelter latrines may consist of locally purchased portable chemical units or latrines fabricated from trash cans, trash can liners, and a water/oil mixture. Frequent removal of organic waste is important to ensure the health of shelter occupants.

3.3. Potable Water Supply. Units with configured water tanks in the LCEB area may use this water for sheltered personnel. Ensure water supply lines are isolated when necessary to prevent contamination. Additional shelter water supplies may be established using any suitable container filled by any available means.

3.4. Decontamination/Monitoring Requirements. During MAF DP shelter operations, units will ensure nuclear/radiological contamination control and monitoring methods are established using the base shelter management guide or locally developed procedures. Use Radiation Detection, Identification, and Computation (RADIAC) kits and dosimeters in accordance with applicable operating instructions.

3.5. MAF Status/Reconstitution. Units may elect to develop a tracking system to help determine MAF status and resource availability for reconstitution. An example is provided in [Attachment 4](#). AF Form 3131, ? is the suggested form to use.

3.6. Shelter Equipment. Each MAF must have the capability to immediately configure a shelter kit with the mandatory items listed in [Attachment 1](#). If items are not immediately available at the MAFs, they must be identified in a prestocking plan. The following is a general guide for determining requirements for some of the shelter equipment items:

- 3.6.1. First aid kits should be sufficient for the expected number of sheltered personnel and their likely medical needs. Coordinate with base medical personnel for guidance.
- 3.6.2. Missile complex grid maps should, as a minimum, identify the location of civilian medical facilities.
- 3.6.3. Tools and equipment should be adequate to maintain operation of the LCEB environmental control and standby power systems.

THOMAS H. NEARY, Major General, USAF  
Commander

## Attachment 1

## MAF SHELTER OPERATIONS CHECKLIST

<b>MAF SHELTER OPERATIONS CHECKLIST</b>		<b>PAGE 1 OF 1 PAGES</b>		
<b>TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA</b>		<b>OPR</b>	<b>DATE</b>	
<b>MAF SHELTER OPERATIONS KIT REQUIREMENTS</b>		<b>20 AF/ DOVF</b>	<b>19 May 1999</b>	
<b>NO</b>	<b>ITEM</b> (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph)	<b>Y</b>	<b>E</b>	<b>N/A</b>
		S		
1.	Ensure the following items are available to configure a MAF shelter operations kit: (These items may be prepositioned or identified as a part of a prestocking plan)			
a.	First Aid Kit/Medical Supplies			
b.	Missile complex grid map			
c.	Base shelter management guide			
d.	Civil Engineering Manual (21-SM80-19) and applicable operational TOs/operating manuals			
e.	Tools and necessary test equipment			
f.	Exposure control equipment and tracking system (RADIAC kit/dosimeters/personal radiological exposure tracking forms)			
g.	Sanitation kit/equipment			
h.	Additional MAF shelter operation checklists (if applicable)			
i.	Two flashlights (with additional batteries)			
2.	Any additional items as deemed necessary by the Facility Manager (reference <a href="#">Attachment 3</a> )			

## Attachment 2

## MAF SHELTER OPERATIONS CHECKLISTS

<b>MAF SHELTER OPERATIONS CHECKLIST</b>		<b>PAGE 1 OF 1</b>		
<b>TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA</b>		<b>OPR</b>	<b>DATE</b>	
<b>MAF SHELTER SET-UP/ACTIVATION REQUIREMENTS</b>		<b>20 AF/ DOVF</b>	<b>19 May 1999</b>	
<b>NO</b>	<b>ITEM</b> (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph)	<b>YES</b>	<b>NO</b>	<b>N/A</b>
	<b>NOTE</b> These procedures do not override common sense. Sequence of steps will depend on existing conditions.			
1.	No prior warning "Attack Imminent":			
a.	FM will direct all personnel to the tunnel junction/LCEB area			
b.	Notify MCC of conditions/actions taken as soon as possible			
2.	Adequate prior warning "Pre-Attack Phase":  When directed by MCC to set up MAF shelter operations, the FM will configure/activate the following in the tunnel junction/LCEB area			
a.	MREs and nonperishable food items (bring down perishable food items as conditions dictate)			
b.	Ensure an adequate supply of drinking water is established (minimum of 100 gallons)			
c.	Shelter operation kit/equipment in place			
d.	Available bedding (cots/mattresses/blankets/pillows/sheets)			
e.	Contamination control equipment in place (brushes/vacuum, masking tape, and plastic bags)			

<b>MAF SHELTER OPERATIONS CHECKLIST</b>		<b>PAGE 1 OF 1</b> <b>PAGES</b>			
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f.	Any additional items as deemed necessary by the Facility Manager (reference <a href="#">Attachment 3</a> )				
g.	Ensure all topside doors and windows are closed				
3.	Notify MCC of all actions taken				
4.	The shelter will remain in this configuration until hostilities have ceased and top-side environment is safe				

**Attachment 3**

**RECOMMENDED ADDITIONAL MAF SHELTER ITEMS**

REACT Printer Paper

Batteries

Flashlight

Radios (AM/FM, handheld two-way communications)

Cleaning Supplies

Remaining Food Supplies

Interspiros (SCBAs)

Personal Hygiene Items

Administrative Supplies/Forms

Plastic/Garbage Bags

Masking/Duct tape

Extension Cords

Recreational Items

Ear Protection

Extra Fire Extinguishers

Vacuum Cleaners

